

## **Getting a D&B D-U-N-S Number**

### ***Guide for FDA D-U-N-S Number Pilot Participants***

**Data Universal Numbering System (D-U-N-S) Number**—The D-U-N-S Number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). The D-U-N-S Number is site specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a D-U-N-S Number.

### **Determining/Obtaining a D-U-N-S Number for your own Establishment (US-based Locations)**

D&B's worldwide database currently covers over 130 million businesses which means that your entity may already have a D-U-N-S Number assigned to it. You may choose one of the no-cost options below to determine your establishment's existing D-U-N-S Number.

<b>Option 1:</b> Your company is part of the D&B Top 5,000 Family Tree Listing	Contact FDA at <a href="mailto:SPL@fda.hhs.gov">SPL@fda.hhs.gov</a> to determine if your organization is included in the D&B Top 5,000 Family Tree Listing. If your organization is included in the Listing, then FDA will refer to you the D&B Linkage Team to obtain D-U-N-S Number information for your specific location, as well as for D-U-N-S Number information for your entire corporate family.
<b>Option 2:</b> Your company is already a D&B customer	Your company's Credit/Risk Department may already be doing business with D&B and may have its own D-U-N-S Number. Contact the department representative to see if <i>your physical location</i> has its own D-U-N-S Number.  Alternatively, you may ask your internal contact for the name of your D&B Representative and contact him/her to determine your establishment D-U-N-S Number.
<b>Option 3:</b> Contact D&B via Phone	<ol style="list-style-type: none"><li>1. Call 1-800-234-3867</li><li>2. Enter your phone number</li><li>3. Select Option 2</li><li>4. Select Option 2</li><li>5. When you speak with a D&amp;B representative tell them that you would like the Existing D-U-N-S Number for your business location, and provide the necessary information to the D&amp;B representative so that they can provide your D-U-N-S Number</li></ol>

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<p><b>Option 4:</b> Contact via D&amp;B via the Web</p>	<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.dnb.com">www.dnb.com</a></li> <li>2. Click on the &lt;Get a D&amp;B D-U-N-S Number&gt; tab</li> <li>3. Enter your Business Name, City, and State, and click &lt;Next&gt;</li> <li>4. If your entity already exists in D&amp;B's database, the entity name will appear and you will be asked for your e-mail and contact information. A confirmation e-mail from D&amp;B CRC Sales &amp; Service will provide further instructions on contacting D&amp;B to obtain your entity's D-U-N-S Number. There will be no charge for this service.</li> <li>5. If your entity was not found in D&amp;B's database, click on &lt;<b>Get a D-U-N-S Number: NO CHARGE</b>&gt; option to begin the on-line application process</li> </ol> <p style="text-align: center;"><b><i>You will need to provide the information below to obtain a D-U-N-S Number:</i></b></p> <p>Contact Information</p> <ul style="list-style-type: none"> <li>• First Name</li> <li>• Last Name</li> <li>• Title</li> <li>• Email Address</li> <li>• Company Telephone Number</li> </ul> <p>Company Information</p> <ul style="list-style-type: none"> <li>• Name of Business (full legal name)</li> <li>• Business Address (including suite or floor #)</li> <li>• City, State, Zip code</li> <li>• Local Phone Number</li> <li>• Name of CEO/Business Owner</li> <li>• Legal structure of the business (Corporation, Partnership etc.)</li> <li>• Year Business Started</li> <li>• Primary Line of Business (e.g. Drug manufacturer)</li> <li>• Total Number of Employees (including principals, and part-time)</li> </ul> <ol style="list-style-type: none"> <li>6. Once you have completed the on-line application, you will be asked whether you would like to expedite the D-U-N-S Number assignment process. (If you chose one of the fee-based options, you will be asked for billing/credit card information). If you <i>do not</i> choose to expedite, your D-U-N-S Number will be assigned within 30 business days, free of charge, and will be communicated to you by D&amp;B.</li> </ol>
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#### **Determining/Obtaining a D-U-N-S Number for your Establishment (International Locations)**

Entities outside the United States should follow one of these two options to obtain a D-U-N-S Number at no cost:

<b>Option 1:</b> Contact D&B via Phone	<ol style="list-style-type: none"><li>1. Call 1-800-234-3867</li><li>2. Enter your phone number</li><li>3. Select Option 1</li><li>4. Select Option 2</li><li>5. Select Option 2 (International Customer Service)</li><li>6. A D&amp;B representative will provide the phone number for the country's local D&amp;B office to be contacted for D-U-N-S Number Assignment</li></ol>
<b>Option 2:</b> Contact D&B via the Web	<ol style="list-style-type: none"><li>1. Go to <a href="http://www.dnb.com">www.dnb.com</a></li><li>2. At the top of the page, select the country or region where your entity is based</li><li>3. On the region/country page, click on &lt;D&amp;B D-U-N-S Number&gt; or &lt;Get a D-U-N-S Number&gt;</li><li>4. Follow the page information on how to get a D-U-N-S Number (depending on the country or region, the D-U-N-S application may be via the phone or internet)</li></ol>

#### **Determining/Obtaining the Existing D-U-N-S Number for your Agent(s) or Importers**

In order to access the D-U-N-S Number and D&B information for entities other than your own, you may choose to obtain a D&B subscription for D&B Business ID Reports. The D&B ID offers basic information on a particular company, such as D&B D-U-N-S Number, company name, address, telephone number, SIC code, location, primary contact name and line of business. Access to these reports may cost as little as \$3.55 per report. If you need to access multiple reports, call D&B at 1-866-794-1580 to inquire about volume pricing.

**Please note: Due to D&B's verification procedures, a business entity may not request or apply for a new D-U-N-S Number on behalf of *another* business entity.**

Questions about D&B and the D-U-N-S Number assignment process, should be directed to Pelin Aylangan, D&B Government Solutions, at [aylanganp@dnb.com](mailto:aylanganp@dnb.com).